



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/26/2021
Employee Name: Sytha Giles
Job Title: QA Tech Level 1
Manager/Supervisor: James Littlefield

Type of Warning

Verbal Warning
Written Warning
Final Warning

Type of Offense

Tardiness/Leaving Early
Absenteeism
Violation of Company Policies
Substandard Work
Violation of Safety Rules
Rudeness to Customers/Coworkers
Other

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Sytha was not feeling well on the night of 07/21/21. She continued to work even though she was not able to concentrate fully on her job. She collected and attached incorrect labels to her label printing form and her cartoner form multiple times across a 90 minute period. The next day she called in and went to the ER.

Plan for Improvement:
Supervisor has had a discussion with Sytha about not working while ill. She has been reminded that illness is a food safety issue and she should notify the QA Supervisor or a production Supervisor if she starts to feel unwell, then she should leave for the day.

Consequences of Further Infractions:
Further issues will result in a written warning.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

 _____ Date 07-26-21

 _____ Date 7-26-21

Witness Signature (if employee understands warning but refuses to sign) _____ Date _____

Reichel Label Printing Quality Checklist

| | | |
|-------------------------|-------------------------------------|------------|
| 07-21-21 | JULIAN DATE: 202 | LINE: H 06 |
| PRODUCT NUMBER: 4108-12 | PRODUCT DESCRIPTION: Gala & Caramel | |

Complete this check list at the beginning of each product, when the packaging changes, when a code date changes or a new shift starts.

| | ACC | DEF |
|--|-----|-----|
| Use By Date matches what is on the plan and the tray? | all | |
| A case label is placed on the back of this sheet, with the Use By Date and Product Number circled and initialed? | all | |
| All Back Cards, Nutrition Labels and Case Labels from the previous run have been removed from the room? | all | |

ALLERGENS

| | | | | | | | | | | |
|---|------|-----|---------|---------|---------|-------|------|--------|------|-----|
| Previous Product / Packaging: | Milk | Soy | Peanuts | Almonds | Cashews | Wheat | Eggs | Sesame | None | |
| This Product / Packaging: | Milk | Soy | Peanuts | Almonds | Cashews | Wheat | Eggs | Sesame | None | |
| | | | | | | | | | ACC | DEF |
| Products have been run in the correct order according to the allergen control cleaning chart? | | | | | | | | | all | |

DETERMINING THE DRIVER INGREDIENT

| | Julian Date | # OF SHELF-LIFE DAYS | Julian Use BY | Use By Date (Use your chart to convert.) | Driver Check One) |
|--|-------------|----------------------|---------------|--|-------------------------------------|
| PRODUCE DATE: | 202 | + 35 | = 237 | 08-25-21 | <input checked="" type="checkbox"/> |
| CHEESE DATE: | | + 40 DAYS | = | | <input type="checkbox"/> |
| GRAPES DATE | | + 30 DAYS | = | | <input type="checkbox"/> |
| CREAM CHEESE DATE | | + 45 DAYS | = | | <input type="checkbox"/> |
| EGG USE BY DATE: | | | | | <input type="checkbox"/> |
| TURKEY BITE USE BY DATE: | | | | | <input type="checkbox"/> |
| WIP DATE (For ALDI) (Visually verify with one tray of WIP.) | | | | | <input type="checkbox"/> |

FINISHED GOOD TRAY USE BY DATE = DRIVER INGREDIENT USE BY DATE ABOVE.

MUST MATCH DRIVER, OTHERWISE DOCUMENT WHY NOT ON THE BACK OF THIS FORM

BEST IF USED BY: 08.25.21

| | | | | | | | |
|----------------|---------|---------------------|---------|---------|---------|-----------------|-----------------|
| Reichel Grapes | 30 Days | Reichel Apples | 40 Days | Carrots | 45 Days | Turkey Bites | MFR Use By Date |
| Pickles | 65 Days | Reichel Gala Apples | 35 Days | Cheese | 40 Days | Hard Boiled Egg | MFR Use By Date |
| Cream Cheese | 45 Days | | | | | | |

VOICECODE NUMBER

Outer Label

CHECK IF NOT APPLICABLE

Label VoiceCode Number (Label): 9806

PTI VoiceCode Number (Website): 9806

Label on Back is wrong (4100-12) & has wrong voice code (46100) See Label Scanned

NOTE: THE VOICECODE NUMBER ON THE LABEL NEEDS TO BE VERIFIED AGAINST THE VOICEPICK CODE GENERATOR ON THE PRODUCE TRACEABILITY WEBSITE. (<https://www.producetraceability.org/resources/voicecode>)

GTIN: 14 digit number between the (01) and (15) Lot Code: Use By Date in the YYMMDD format Pack Date: Julian date in the YYMMDD format

Starbucks Item #

Only on certain products. Verify with the book, Product can NOT ship if this number is wrong.

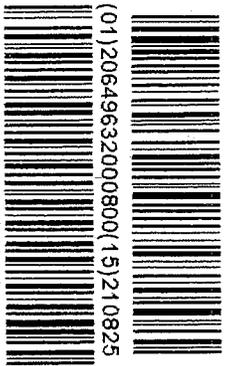
**If there is a discrepancy, notify QA Management right away.

QA Tech Signoff: Sh

Supervisor/Lead Signoff: Am

Doc Review Verification: Lindy Nave

Doc Review Date: 07-22-21



Apples & Caramel

20649632000800

12 ct./2.75 oz.

Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4100.12

Use By Date

AUG 25 2021

46 60

| Juction Date: 072121 | Julian Date: 202 | Code Date(s): 08-25-21 | Line: 06 |
|--|--|---|---|
| TIME (ABOUT EVERY 30 MIN) | 8:00 P 5h | 8:30 P 5h | 9 P 5h |
| INITIALS: | | | 9:30 P G.M |
| TRAY CODE DATE (Country of Origin): | BEST IF USED BY AUG. 25 2021 Chile 202 | BEST IF USED BY AUG. 25. 2021 Chile 202 | BEST IF USED BY AUG 25 2021 Chile 202 |
| COUNT CODE DATE CHARACTERS CHECK SPELLING | 42 | 42 | 42 |
| Reichel Tray # | 2176 | 2176 | 2176 |
| CORRECT FILM (YES/NO) | YES | YES | YES |
| CORRECT NUTRITIONAL INFORMATION (YES/NO) | YES | YES | YES |
| NUTRITIONAL CARD/LABEL POSITIONING OK? (YES/NO) See Below* | N/A | N/A | N/A |
| TRAYS CORRECT IN DISPLAY (FILM FACING OUT AND RIGHT SIDE UP)? | YES | YES | YES |
| CASE CODE DATE COUNTRY / VOICE CODE (12ct/6ct/DOT/4cell) | AUG. 25 2021 Chile 9806 | AUG 25 2021 Chile 9806 | AUG - 25 2021 Chile 9806 |
| CORRECT CASE LABEL (write desc.) Example: "Yogurt 12 ct." (12ct/6ct/DOT/4cell) | Gala & Caramel | Gala & Caramel | Gala - Caramel |
| CASE LABEL ITEM NUMBER (12ct/6ct/DOT/4cell) | 4108-12 | 4108-12 | 4108-12 |
| CORRECT OUTER CASE LABEL (DOT/5 Pack) | N/A | N/A | N/A |
| OUTER CASE CODE DATE COUNTRY / VOICE CODE (DOT/5 Pack) | N/A | N/A | N/A |
| OUTER CASE ITEM NUMBER (DOT/5 Pack) | N/A | N/A | N/A |
| NUMBER PKGS WITH LOOSE FILM/LEAKERS (OUT OF ONE CASE) | 0 | 0 | 0 |
| TAPE NOT POSITIONED OVER PERFORATION? (12ct/4 cell) | all | all | all |
| TURKEY BITE / EGG POUCH / SEASONING PACKET LEAKERS? | N/A | N/A | N/A |

*Tray Backcards & Labels: Inspect 5 packages per check. Backcard should be straight, line up with top of the produce compartment and stick to tray. Nutritional labels should be straight and centered on the correct compartment. If check is unacceptable, retain product back to last acceptable check.

Comments/Corrective Actions:

→ ALL checks have the correct answers but all labels have the wrong product & the wrong voice code. Not sure where those labels came from but the labels on the barcode audit form are correct. Please show this to Sytha. There are 2 more checks like this on another page. I scanned the labels she put on the back of the cartoner page to you also & the barcode audit labels that were correct that Channa filled out.

| Carton Changeover Check | | | | | | | |
|-------------------------|----------------|--------------------|-------------------|---------------------|------------------------|-----|-------------|
| Changeover From: | Changeover To: | Time: | Cleanup Type: | Correct Run Order: | Correct Case Label: | QA: | Supervisor: |
| | | Correct Code Date: | Components / Dip: | Correct New Carton: | Backcard / Nut. Label: | | |
| Changeover From: | Changeover To: | Time: | Cleanup Type: | Correct Run Order: | Correct Case Label: | QA: | Supervisor: |
| | | Correct Code Date: | Components / Dip: | Correct New Carton: | Backcard / Nut. Label: | | |
| Changeover From: | Changeover To: | Time: | Cleanup Type: | Correct Run Order: | Correct Case Label: | QA: | Supervisor: |
| | | Correct Code Date: | Components / Dip: | Correct New Carton: | Backcard / Nut. Label: | | |
| Changeover From: | Changeover To: | Time: | Cleanup Type: | Correct Run Order: | Correct Case Label: | QA: | Supervisor: |
| | | Correct Code Date: | Components / Dip: | Correct New Carton: | Backcard / Nut. Label: | | |

Verification Reviewer Signature: Candy Nave Date: 07-22-21



(01)20649632000800(15)210825

8P



6 49632 00080 6

20649632000800

Apples & Caramel

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4100-12

Use By Date

AUG 25 2021

46 60



(01)20649632000800(15)210825

830P



6 49632 00080 6

20649632000800

Apples & Caramel

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4100-12

Use By Date

AUG 25 2021

46 60

→ back of 06 carton on
paper wrong
Product, wrong voice code



(01)20649632000800(15)210825

9P



6 49632 00080 6

20649632000800

Apples & Caramel

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4100-12

Use By Date

AUG 25 2021

46 60



(01)20649632000800(15)210825



6 49632 00080 6

20649632000800

Apples & Caramel

12 ct./2.75 oz.
Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4100-12

Use By Date

AUG 25 2021

46 60

9:30P



Sweet Apples & Caramel

5P C/A

12 ct./2.75 oz.

Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4108-12

Use By Date
AUG 25 2021

9806



Sweet Apples & Caramel

X 6P C/A

12 ct./2.75 oz.

Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4108-12

Use By Date
AUG 25 2021

9806



Sweet Apples & Caramel

7P C/A

12 ct./2.75 oz.

Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4108-12

Use By Date
AUG 25 2021

9806



Sweet Apples & Caramel

X 8P C/A

12 ct./2.75 oz.

Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4108-12

Use By Date
AUG 25 2021

9806



Sweet Apples & Caramel

9P B/A

12 ct./2.75 oz.

Produce of Chile

Reichel Foods, Inc. Rochester/MN
KEEP REFRIGERATED 4108-12

Use By Date
AUG 25 2021

9806

↑
Back of
Barcode audit
form with
correct labels